Accessing the Housing Location Tool

1. The Housing Location Tool is accessible by using https://housingscore.charlottenc.gov

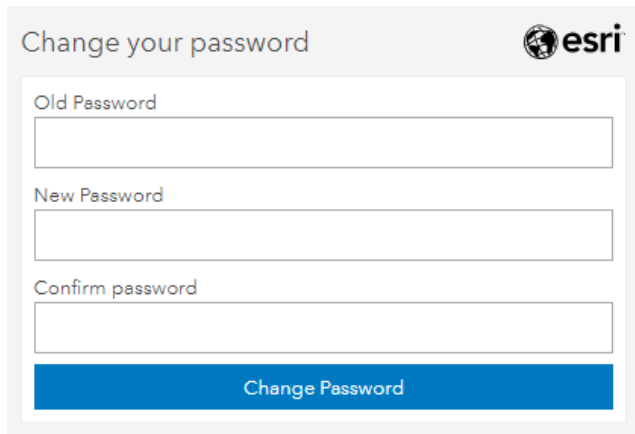2. After navigating to application, you will receive the following popup:
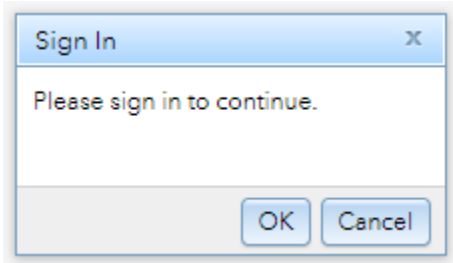
3. Select OK

4. You will then be prompted by the following window in which you will choose **ArcGIS login**
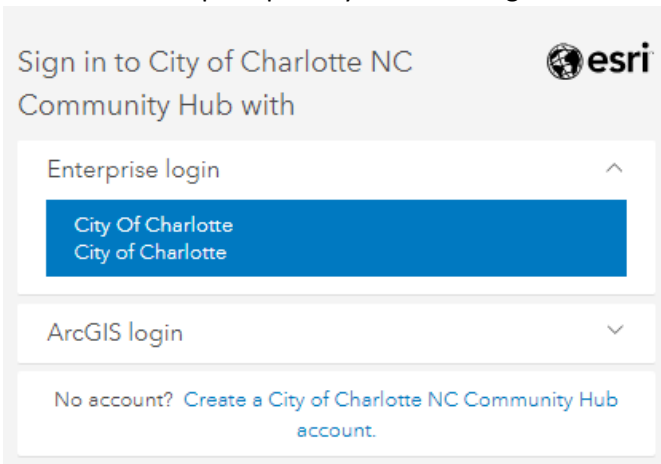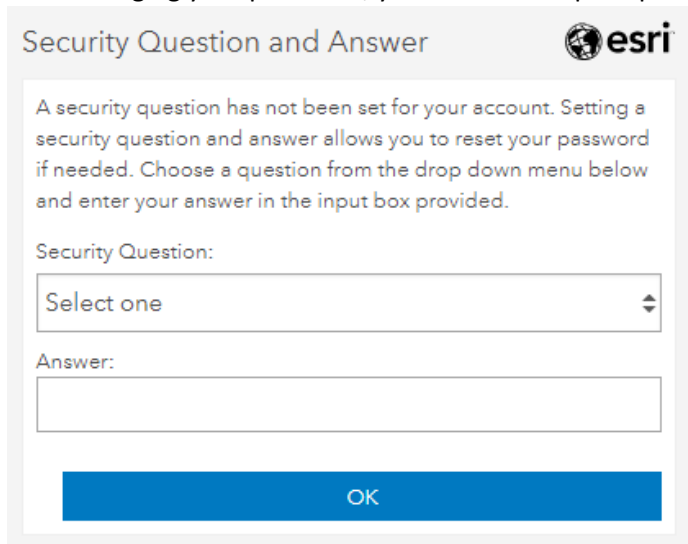

Be sure to select the **ArcGIS login**

5. Use the following credentials to sign in:
   a. Username: <firstname>.<lastname>_HLT
   b. Temporary Password: CltHlt1!

6. After signing in, you will be prompted to change your password to something that only you will know.

7. After changing your password, you will then be prompted to choose a security question:

8. Next you will be ready to sign in and will get the following window. At the time, click **Allow**.
9. Upon the next time you access the email address associated with your account, you will receive the following email from notifications@arcgis.com:

Hello Jacob Todd,

You are receiving this email because you recently modified your account, jacob.todd_cltcommunity, on ArcGIS Online. If you did not modify your account, please contact your administrator(s), Keri Shearer (kshearer@charlottenc.gov).

Thanks,
The ArcGIS Accounts Team

This is an automated email. Please do not reply.
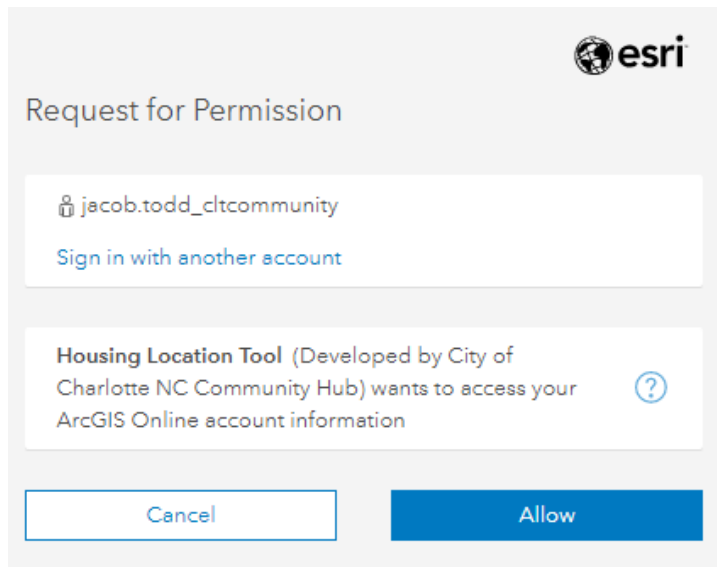
10. After allowing the application to authenticate you with your new account, you will then be directed back to https://housingscore.charlottenc.gov and can begin using the application.